

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – December 11, 2018 1:00 P.M.

A regular monthly meeting of the Knox County Commission was held on Tuesday, December 11, 2018, at 1:00 P.M., at the county courthouse, 62 Union Street, Rockland, Maine.

Commission members present were: Carol L. Maines, Commissioner District #1, Richard L. Parent, Commissioner District #2 and Sharon L. Pohlman, Commissioner District #3.

County staff present included: County Administrator Andrew Hart and Administrative Assistant Wendy Galvin, Finance Director Kathy Robinson, Jail Administrator John Hinkley and Sheriff Donna Dennison, Chief Deputy Tim Carroll, Lieutenant Patrick Polky, EMA Director Ray Sisk, Communications Director Linwood Lothrop, Assistant Communications Director Wally Tower, Airport Manager Jeff Northgraves, IT Administrator Michael Dean and District Attorney Jon Liberman.

Absent:

Others in Attendance: Chris Wolfe ~ PenBay Pilot Reporter

Regular Meeting – Agenda

Tuesday – December 11, 2018 – 1:00 P.M.

I. 1:00 Meeting Called To Order

II. 1:01 Public Comment - Public Comment during other portions of the meeting will only be granted by permission of the Chair.

III. 1:10 Consent Items

1. Approve Consent Items as Presented:
 - i. Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
 - ii. Minutes of Regular Commission Meeting of November 13, 2018.
 - iii. Monthly Written Departmental Reports.
 - iv. Reserve Withdrawals.

IV. 1:30 Action Items

1. Act to Approve the North Haven Deputy Services Contract for January 1 – December 31, 2019.
2. Act on Appointments to the Knox county Regional Communications Center Executive Board for 2019.
3. Act to Approve Revised Position Classification & Salary Administration Policy.
4. Act to Approve the 2019 County of Knox Personnel Policy Handbook.
5. Act to Approve the Step 16 Special Bonuses Based on the Recommendation of the County Administrator.
6. Act on Interest to be Charged to Municipalities on 2018 Dispatch Fees Paid Late.
7. Act to Close the Knox County Administrative Offices on Monday, December 24, 2018.

V. 2:00 Discussion Items

1. Update on the Courthouse HVAC Project
2. Update on the Jail HVAC Repair/Replacement Project.

VI. 2:10 Other Business

VII. Adjourn

I. Meeting Called to Order

Commission Maines called the special meeting of the Knox County Commission to order at 1:00 P.M.

II. Public Comment:

Public Comment during other portions of the meeting will only by granted by permission of the Chair.

III. Consent Items:**1. Approve Consent Items as Presented:**

- i. Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
- ii. Minutes of Regular Commission Meeting of November 13, 2018.
- iii. Monthly Written Departmental Reports.
- iv. Reserve Withdrawals.

- *A motion was made by Commissioner Parent to approve the consent items as presented. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

IV. Action Items:**1. Act to Approve the North Haven Deputy Services Contract for January 1 – December 31, 2019.**

This contract is a renewal of the current contract that expires on December 31, 2018. There were very few changes made to the contract – mostly just the dates and the names of the North Haven Selectmen.

- *A motion was made by Commissioner Parent to Act to Approve the North Haven Deputy Services Contract for January 1 – December 31, 2019. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

2. Act on Appointments to the Knox County Regional Communications Center Executive Board for 2019.

KRCC Users Group voted at their meeting on October 17, 2018 to recommend that the Commission reappoint Camden Fire Chief Chris Farley to be the Fire representative, reappoint Rockport Police Department Administrative Assistant Craig Cooley to be the Law Enforcement representative, and reappoint Rusty Barnard of Thomaston EMS Chief to be the EMS representative. These terms will end on December 31, 2020.

- *A motion was made by Commissioner Pohlman to Act on Appointments to the Knox County Regional Communications Center Executive Board for 2019. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

3. Act to Approve Revised Position Classification & Salary Policy.

Included in the packets is an updated and marked up copy of this policy, along with a cover memo highlighting the changes.

- *A motion was made by Commissioner Parent to Act to Approve Revised Position Classification & Salary Policy. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

4. Act to Approve the 2019 County of Knox Personnel Policy Handbook.

Enclosed is a red-lined version of the proposed 2019 County of Knox Personnel Policy Handbook to be effective January 1, 2019. Also enclosed is a memo prepared by Laurie Bouchard, HR Representative outlining the changes. This handbook will replace the 2018 County of Knox Personnel Policy Handbook that was approved by the Commission on December 12, 2017 and was effective January 1, 2018.

- *A motion was made by Commissioner Parent to Act to Approve the 2019 County of Knox Personnel Policy Handbook. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

5. **Act to Approve the Step 16 Special Bonuses Based on the Recommendation of the County Administrator.**

The Department Manager's recommendations have been reviewed regarding Special Bonuses for the seventeen (17) employees who were on Step 16 in 2017, and therefore did not receive a Step increase for 2018 this past January. As a reminder, the Commission approved keeping the Special Bonus provision in place and allowing Department Managers to recommend Special Bonuses between 0-2%. A summary of the Special Bonus recommendations has been enclosed.

- *A motion was made by Commissioner Pohlman to Act to Approve the Step 16 Special Bonuses Based on the Recommendation of the County Administrator. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

6. **Act on Interest to be Charged to Municipalities on 2018 Dispatch Fees Paid Late.**

This year there are three (3) municipalities being charged interest for paying their dispatch fees late: Matinicus Isle Plantation, Town of south Thomaston, and the Town of Union. Finance Director Kathy Robinson has prepared an approval form, which the Commission will sign to approve so that the interest can be charged to the municipalities. A spreadsheet has been attached that shows the amount of interest for each municipality and will be the document that the Commission will be signing.

- *A motion was made by Commissioner Parent to Act on Interest to be Charged to Municipalities on 2018 Dispatch Fees Paid Late. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

7. **Act to Close the Knox County Administrative Offices on Monday, December 24, 2018.**

The State Courts will all be closed all day for the Christmas Eve Holiday on Monday, December 24, 2018. After conferring with other local municipalities most of them are planning to close as well. The recommendation to the Commission is to consider for approval for an "Administrative Closing" for all day on Monday, December 24, 2018. This will not be considered a holiday, but rather an administrative closing. Closing for Christmas Eve would be a onetime approval, and any future recommended closings would be brought back to the Commission for review and approval.

- *A motion was made by Commissioner Pohlman to Act to Close the Knox County Administrative Offices on Monday, December 24, 2018. The motion was seconded by Commissioner Parent. A vote was taken with all in favor.*

V. **Discussion Items:**

1. **Update on Courthouse HVAC project.**

Finishing the controls on the units in the Administration area and reviewing the controls required to convert the DA office unit on Thursday.

2. **Update on the Jail HVAC Repair/Replacement Project.**

Nothing new to update

VI. **Other Business:**

None

VII. **Adjourn**

- *A motion was made by Commissioner Parent to adjourn the meeting. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

The meeting adjourned at 2:05 P.M.

Respectfully submitted,

Wendy Galvin
Administrative Assistant

**The Knox County Commission approved these minutes at their regular meeting
held on January 8, 2019.**